

UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
WASHINGTON, DC 20240

April 16, 1997

In Reply Refer To:
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EMS TRANSMISSION 4/21/97
Information Bulletin No. 97-118

To: All Employees

From: Director

Subject: Department of the Interior Team Leadership Program (TLP) 1997-1998

The Department has developed a new training program, the “**Team Leadership Program (TLP)**,” which replaces the “Manager Development Program (MDP)” and the “Advanced Manager Program (AMP).” The TLP, which is open to employees in grades GS/GM 11-14 (or equivalent grades in non-GS pay plans), will provide participants with the knowledge, skills, and abilities required to assume a leadership role in a managerial or executive position by acquiring or enhancing the competencies needed to become successful leaders. Emphasis will be placed on understanding the varied roles of the Bureaus and Offices and how these roles interconnect and support the overall mission of the Department.

Attachment 1 contains a description of the TLP program and application procedures. **The closing date for this announcement is June 30, 1997. Applications are to be sent directly to the Department.** Please contact Johari M. Rashad (WO-710) at (202) 208-6551 if you have any questions.

Signed by:
Carolyn M. Burrell
Assistant Director
Human Resources Management

Authenticated by:
Robert M. Williams
Directives and Records
Group, WO540

1 Attachment

1 - U.S. Department of the Interior Team Leadership Program, 1997-1998 (6 pp)

U.S. DEPARTMENT OF THE INTERIOR

TEAM

LEADERSHIP

PROGRAM

1997 - 1998

**THE U. S. DEPARTMENT OF THE INTERIOR'S
MISSION**

*To protect and provide access to our Nation's natural
and cultural heritage and honor our trust responsibilities
to tribes.*

The **TEAM LEADERSHIP PROGRAM** is managed by the Interior Service Center's Training and Development Services (TAD) on behalf of all Interior Bureaus and Offices. Please direct inquiries about this program to:

***Training and Development Services
Interior Service Center Mail Stop 7124-MIB
U. S. Department of the Interior
1849 C Street NW
Washington, DC 20240***

Attachment 1-2

U.S. DEPARTMENT OF THE INTERIOR

Team Leadership Program

1997 - 1998

A Leadership Development Program of the U.S. Department of the Interior

Program Goals

To provide participants with the knowledge, skills, and abilities required to assume a leadership role in a managerial or executive position by acquiring or enhancing the competencies needed to become successful team leaders. Emphasis will be placed on understanding the varied roles of the Bureaus and Offices and how these roles interconnect and support the overall mission of the Department.

Curriculum

TLP offers a combination of residential sessions and intensive skill building and developmental activities. The TLP places emphasis on public administration values in the following six content areas: Leadership, Change Management, Work Force Diversity, Teams, Natural Resources Conservation, and Individual and Team Assignments. Content areas will be presented in four seminars:

Seminar 1: (October 27-31, 1997)
Orientation- to Departmental Bureaus and Offices, assessment, and developing an Individual Development Plan (IDP).

Seminar 2: (January, 1998) Seminar exercises involving the core curriculum content areas.

Seminar 3: (March, 1998) Seminar exercises involving the core curriculum content areas.

Seminar 4: (June, 1998) Individual and group work presentations on core curriculum content areas, and graduation.

Individual Development Plan and Individual Needs Assessment

Each participant is required to develop an Individual Development Plan (IDP) that will serve as the 'blueprint' for the participant's development throughout the program and beyond. Participants will be assessed using a managerial assessment instrument like the Leadership Effectiveness Inventory. Insights developed from the assessment instrument will help participants complete their IDP's.

Senior Advisor

Each participant is required to have a career senior manager or Senior Executive Service member as a mentor to serve in an advisory capacity during the program.

Developmental Work Assignments and Work Group Participation

During the Program, each participant will be required to complete two developmental work assignments (30 and 60 days) away from their position of record. Some activities may continue into the evening hours. Participants will be assigned to work groups throughout the Program. At the final seminar, each individual within a team is required to make a presentation on the management issue assigned.

Attachment 1-3

Participant Qualifications

The Program is open to career and career-conditional full-time permanent employees of the Department of the Interior at the GS/GM 11-14 grade levels (or equivalent - grades in non-GS pay plans) who have demonstrated significant team leadership or management potential. Participants must be willing to accept short-term developmental assignments which may include organizational or geographical mobility.

Cost

The tuition for the program (\$4,900 per participant) will be paid from the Departmental Working Capital Fund (up to a total of 45 participants). However, all other expenses (including travel, per diem, and incidental costs) will be paid by the sponsoring Bureau, Office, or program area.

Certification

Successful graduates will be awarded a 3-year certificate allowing them a one-grade, non-competitive promotion to any position for which they are technically qualified. A promotion upon graduation is not guaranteed and is not part of the Program. Promotion is regulated by the provisions of Merit Promotion Plan procedures as outlined in 5 C.F.R. §410.302(a) (1996)

Application Procedures

An applicant's acceptance into the TLP will be determined under Merit Promotion Plan procedures and is based on Departmental evaluation of information required from each applicant. Application packages that are received after the closing date or that are incomplete will not be considered.

Program Timetable

April 10, 1997: Announcement Opens
June 30, 1997: Announcement Closes
October 27, 1997: Program Begins

Mail Applications to:

**U.S. Department of the Interior
ATTN: TLP
1849 C Street, NW
Washington, D.C. 20240**

Contact Telephone:

(Voice Mail Only) (202) 208-4741

World Wide Web:

This announcement maybe down loaded from the World Wide Web at:
http://www.doi.gov/dol_empl.html.

AVADS Announcement:

Announcement Number: OSTR-97-2

:Equal Employment Opportunity:

The Department of the Interior is an Equal Opportunity Employer. All applicants will be considered regardless of race, sex, age, color, national origin, religion, marital status, or disability. All qualified men and women are encouraged to apply.

Attachment 1-4

U. S. DEPARTMENT OF THE INTERIOR

Attachment 1

TEAM LEADERSHIP PROGRAM APPLICATION

1. Applicant's Name: _____ Bureau/Office: _____
2. Title: _____ Grade/Series: _____
3. Applicant's Signature: _____ Date: _____
4. Supervisor's Signature: _____ Date: _____

INSTRUCTIONS

On the following pages are statements and questions that are designed to assist panelists in their assessment of your application. Your responses allow you (and your supervisor) to highlight your significant experiences, training, and achievements so that assessment panelists may fairly evaluate your degree of readiness and potential for the Team Leadership Program. This application will be used with the SF-171 (Personal Qualifications Statement). **IMPORTANT!** In answering each of the questions, please structure your responses in terms of factual, achieved accomplishments. Describe the context or environment which explains the conditions under which the accomplishment was achieved. Panelists want to know what actions were taken by you, and what were the results of your actions. Provide at least two examples for each assessment factor. You will need more space than the TLP Application form provides; therefore, please add additional pages as needed. Please place your name in the upper right corner of each additional sheet.

Please type your responses.

NOTE: A completed application package includes the following:

A typewritten assessment (Attachment 1) completed by both the applicant and the applicant's supervisor addressing the applicant's abilities and skills regarding the following four factors:

Planning: Ability to plan work, implement plans, follow-through, and accomplish results.

Leadership: Skill in accomplishing work through other people, involving others in projects, and providing guidance.

Problem Solving: Ability to solve difficult problems.

Communication: Ability to communicate effectively both orally and in writing.

- SF-171 Personal Qualifications Statement or OS-612 or Federal Resume
- Most recent Performance Appraisal.
- Most recent form SF-50 showing your tenure in block 24.
- Form SF-182 Request, Authorization, Agreement and Certification of Training
- Form DI-1935 Applicant Background Survey

Attachment 1-5

(contintieud) **TEAM LEADERSHIP PROGRAM APPLICATION**

Applicant's Name: _____

Bureau/Office:

FACTOR 1. Planning

Ability to plan work, implement plans, follow-through, and accomplish results.

Applicant's Assessment:

Supervisor's Assessment:

FACTOR 2. Leadership

Skill in accomplishing work through other people, involving others in projects, and providing guidance.

Applicant's Assessment:

Supervisor's Assessment:

FACTOR 3. Problem Solving

Ability to solve difficult problems.

Applicant's Assessment:

Supervisor's Assessment:

FACTOR 4. Communication

Ability to communicate effectively both orally and in writing.

Applicant's assessment:

Supervisor's Assessment: